



NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS:
Recruiting & Retention Manager
AFSC: 8R200
PSN #: 0704349
Start Date: 1 July 2018

RANK/GRADE:

NTE MSgt/E-7

X NATIONWIDE

NCANG MEMBERS

ON BOARD AGR ONLY

ANNOUNCEMENT #
ANG-AGR 2018-09

OPENS: 15 February 2018 **CLOSES:** 14 March 2018

DUTY LOCATION: 263 CBCS, Badin, NC

POC: SMSgt Melissa Smith Melissa.k.smith95.mil@mail.mil 704.391.4308 DSN: 231.4308

PRINCIPAL DUTIES AND RESPONSIBILITIES: Utilize strategic planning tools, as required by NGB/A1Y, in conjunction with the RRS. Develop and execute an annual strategic plan to include goals, objectives, R&R activities, financial planning, advertising and marketing initiatives. Supervise all GSU and wing Production Recruiter and Retainers (PRRs). Inform the RRS of all personnel issues. Serve as the primary recruiting on-the-job trainer. Maintain training records, conduct training classes and refresher training for all assigned PRRs. Provide regular updates to the RRS regarding status of training. Monitor and train Unit Career Advisor (UCAs) and PRRs to assist in unit/squadron level administration of retention programs. Assist the RRS in establishing local R&R goals and production standards based on state/territory/wing/GSU strength requirements. Ensure recruiting personnel are held accountable for production standards IAW applicable guidance. Manage and administer retention programs to include Career Motivation Program (CMP), UCA, Montgomery G.I. Bill (MGIB), MGIB Kicker and ANG Incentive Programs. Serves as the Primary or Alternate Resource Advisor (RA) or Cost Center Manager for the Operations and Management (O&M) funds, as determined by the RRS. May be responsible for overall management of GSU and wing advertising accounts, as determined by the RRS. Develop, maintain, and forward annual financial and spend plans for all funds, to include advertising and marketing, to the RRS IAW applicable guidance. Ensure applicable systems are utilized to their fullest capabilities. This includes the R&R Administration Center and all corresponding application, Air Force Recruiting Information Support System Total Force (AFRISS-TF), and other systems as identified by the RRS. Coordinate monthly, at a minimum, with the RRS and Unit Manpower Document Monitor to identify current and projected vacancies. Responsible for regular updates in the vacancy portion of the R&R Administration Center. Provide R&R statistics and analysis to the Wing/GSU Commander, on a monthly basis at a minimum, in coordination with the RRS. All communication, to the include submission of required reports, the appropriate level of NGB leadership staff, must be coordinated through the RRS. Ensure R&R efforts are IAW NGB FY initiatives. Manage and coordinate Center of Influence (COI) events IAW NGB guidance. Develop unit programs to include recruiting/sales events, retention events, briefings, internal recruiting, advertising/marketing, UCA training, Process Improvement Programs (PIPs) and United States Property and Fiscal Office (USP&FO) audits. Ensure all inspection/audit results are forwarded to the RRS and respective commander IAW applicable guidance. Develop a partnership with appropriate Wing and GSU offices to brief at the Newcomers Orientation for all new members. Ensure members are interviewed/counseled and current information is disseminated concerning benefits and entitlements, aiding unit commander in force management goals and guiding members in achieving career goals, as appropriate. Monitor and utilize Management Internal Control Tool (MICT) IAW AFI 90-201 process to ensure R&R business is conducted IAW applicable guidance. Will not perform additional duties IAW ANGI 36-101.

QUALIFICATIONS: Minimum two years' experience in SDI 8R000. Must possess an overall knowledge of the ANG R&R Program. Must possess knowledge, skill, and proficiency in time management and sales techniques. Must have displayed potential supervisory attributes, be highly motivated, be skilled in oral and written communication and have working knowledge in current computer software applications. Must be a promotable Technical Sergeant (E-6) or Master Sergeant (E-7). Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions. Comply with military duty eligibility requirements in IAW 36-101 and AFECDD. Must be willing to work long and irregular hours, become involved in military and civic activities, and manage R&R programs that can withstand intense public scrutiny. Completion of ANG Recruiting and Retention Management Course within one year of assignment is mandatory. Must attain training standards and task certification according to specific duty position Job Qualification Standards (JQS).

ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI: No history of emotional instability, personality disorder, or other unresolved mental health problems. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse. Must possess a valid state driver's license to operate government motor vehicles (GMV) IAW AFI 24-301, Vehicle Operations. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

MILITARY ASSIGNMENT: This is a fenced position. Assignment in an Enlisted position, 263 CBCS, NCANG, AFSC: 8R200, and appropriate military UMD grade, with duty location in Badin, NC. Applicant must be within USAF weight standards. Must participate with unit during Unit Training Assemblies and Annual Training.

Member must remain in the position to which initially assigned for a minimum of 24 months.

EVALUATION FACTORS USED: Review of individual applications, record review rip sheet, and personal interview.

Application Packages must include the following:

- (1) NGB Form 34-1 (dated 11 Nov 2013)
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) vMPF RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MILPDS will not be accepted. All information to qualify you for an AGR Tour must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package
- (4) ASVAB Scores and PULHES: AF Form 422 (Obtain from 145 MDG). Must comply with ASVAB and PULHES criteria as listed in AFECED.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

Airmen determined physically qualified for continued military service IAW AFI 48-123, *Medical Examinations and Standards*, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately.

- (5) Dental Classification: 1 or 2 (Obtain current SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Submit as one attachment.

PLEASE READ DISCLAIMER: Do not submit other documents unless specifically asked for in the announcement. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents

EMAIL APPLICATIONS TO: usaf.nc.145-msg.mbx.full-time-job-applications@mail.mil. Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.